



**Code of Ethics and Rules of Conduct
for Board Members, the Finance Committee and Committee Chairpersons**

Whereas, the Board of Trustees (the “Board”) of the Village Grande at English Mill Homeowners Association (the “Association”) has the power and the responsibility to make decisions for the entire Association (the “Community”); and

Whereas, the Board of Trustees of the Association is responsible for appointing officers and Committee Members; and

Whereas, the Board of Trustees of the Association is responsible for setting a standard and a tone for behavior that is in the best interests of the entire community:

1. The Board of Trustees, the Finance Committee and Committee Chairpersons will use its best efforts at all times to make decisions that are consistent with high principles, and to protect and enhance the health, safety and property value of the Association Members and Residents.
2. No gifts or free services of any type will be accepted by a Board Member, Finance Committee or Committee Chairpersons except as listed in the By-Laws, Article IX, which states that only the Secretary or Treasurer can receive compensation if the Board deems appropriate. This does not prevent reimbursement for out of pocket expenses if pre-approved by the Board of Trustees.
3. The confidentiality of all members of the Community will be protected by the Board Members, the Finance Committee and Committee Chairpersons. They shall refrain from disseminating any information regarding business of the Board unless it is an official association position or any information regarding a member of the community unless permission has been given by that member of the community.
4. The Board, Finance Committee or Committee Chairpersons shall not interfere with the duties of management or any contractor executing a contract in progress. All communications with contractors must go through the designated Board member or management.

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Adopted by Resolution of the Board October 13, 2020
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5. No unauthorized promises or commitments will be made by an individual Board Member, the Finance Committee or Committee Chairperson to an employee, contractor, supplier, bidder or Association Member at any time.
6. Language and demeanor at Association Board Meetings will be considerate and professional. Personal attacks against owners, residents, officers, trustees, or employees are not consistent with the best interests of the community and are prohibited.
7. Proper parliamentary procedure (i.e., "Robert's Rules") will be followed at meetings so that any dissenting positions can be stated clearly within the official records of the Association.
8. Board Members, the Finance Committee or Committee Chairs will not knowingly misrepresent any facts to anyone in the community regarding administration of Association business or to benefit themselves in any way. No Board Member serving the community may use his or her position to enhance their financial status through the use of certain contractors or suppliers. Any potential or appearance of conflict of interest must be disclosed.
9. No Board Member serving the community may use any association equipment not generally available to Association Members without prior knowledge and consent of a majority of the remaining Board Members.
10. Every member of the Board of Trustees, Finance Committee and Committee Chairpersons will agree to abide and sign the Code of Ethics following his or her election or appointment. Refusal to sign or violations of this Code of Ethics will result in removal from office in accordance with the procedures outlined in the Associations By-Laws.

Print Name

Signature

Address

Date